

**Town of Rowe FY2013
Board of Health
Meeting Minutes for March 29th, 2013**

Present: **Board Members:** David Cousineau, Chair and Joann Brown. Jennifer Morse, Absent
Clerk, Marcella Stafford Gore

Call to order 6:31PM

GENERAL BUSINESS

Minutes

March 12th, 2013 meeting minutes approved and signed

Warrant (s)/Invoices

The board reviewed and signed/approved invoices and payroll warrant #20

TRANSFER STATION

Attendants Logs

Dave read aloud the attendants logs; Logs accepted and filed.

Compactor Roof

The board voted to repair the compactor roof with money from the BOH Operations account. Dave will contact Steve Crowningshield for the project. Mr. Crowningshield submitted an estimate of \$1,450, in December 2012.

Lighting

The board discussed asking Jack Packard, Rowe Energy Committee Chair, to attend a meeting so they may examine financial assistance options for updating the transfer station's lighting.
Jodi will contact Mr. Packard.

HEALTH SERVICES

Annual Report

The board read and approved the Town Nurse, Sheila Litchfield's annual town report submission.

April Schedule

The nurse's office will be closed April 12, 15 and 17, while Sheila attends the National Nursing Association Convention.

Job Description

A resident telephoned Joann several times to ask for a copy of the formal job description of the Town Nurse:

This resident complained that she believed that Sheila was improperly administering medications. Jodi spoke to Sheila who supplied the board with the job description she was given upon her hiring. Sheila also provided the board a description of laws and current practice with regard to medications.

Because this was a lengthy read (8pgs), the board decided they will each take a copy to look over and discuss the job description at the next meeting.

The board also discussed the importance of having any complaint(s) realized at an open meeting before it was acted on by a board member. If someone would like to file a complaint that person should attend a BOH meeting or send a letter to the board, then the board could act on the complaint in the appropriate manner.

NEW BUSINESS

1-The board received a Notice of Non-Compliance from the DEP re: Failure to take action in response to a potential "cross connection" involving water supply lines to Avery Fountain in 2010.

Marcella spoke to Douglas Paine at the DEP and was told that Bill Prendergast of Berkshire Enviro Labs assured Mr. Paine that all requirements had been satisfied.

On March 29th the board received Return to Compliance letter from the DEP.

Marcella contacted Mr. Prendergast to ask for any paperwork he may have on the action taken to protect the water lines.

2-Joann received her certificate of certification for completing the required MAVEN training course.

OLD BUSINESS

Any action on the BOH Regulations adopted by the sitting BOH in 2006, was tabled until a full board is present.

Meeting adjourned 7:17pm.

David Cousineau, Chair

Joann Brown

Jennifer Morse